RMS

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CIA-RDP70-00211R000200180005-4

Reports - 1
Jan - June 1958)

Chief, Management Staff

20 June 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 18 June 1958

1. Contributions

a. Tangible

(1) Received 227 cu. ft. of inactive records at the Records Center from four offices. This compares favorably with the weekly average of 166 cu. ft. since 1 January. Disposed of 114 cu. ft. of records at the Center. The weekly average disposition rate is 210 cu. ft.

(2) Approved and designed one revised and 11 new forms.

25X1X8

(3) Destroyed nine cu. ft. of inactive records in the Office of [redacted] Secretariat/OSR, and retired seven cu. ft. to the Records Center. The total volume of records retired or destroyed to date on this project will release three safe cabinets with a replacement value of $1,284.

b. Intangible

(1) Obtained concurrence from the Office of Security on standards for the disposal of Classified Document Receipts, Top Secret Cover Sheets, and Courier Receipts. These records have been accumulating in all offices as well as in the Records Center. We have been five years getting agreement of these standards.

25X1A6d

[redacted]

2. Assignments - Active

a. Forms in Process - Sixteen new and 16 revised forms are in process.

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b. Forms Management Survey, Printing Services Division.

25X1C4a c. Reduction in [redacted] requirements for Forms - All forms used overseas are being reviewed to determine stocking requirements for [redacted] and the feasibility of printing overseas as many of these forms as possible.

25X1A6d

d. Audit of OTR Schedule - Schedule for Site III approved. Site II schedule forwarded to Base Commander for review.

e. Records Management Audit, [redacted] Secretariat [redacted] (See "Contributions," para. 1a(3).)

25X1X8 25X1X8

f. Subject-Numeric File Installations

(1) OSI- Screening of material for destruction in [redacted] Branch being done by OSI personnel.

25X1A8a

(2) Personnel Procurement Division, OP.

g. Shelf File Installations.

(1) Acquisitions Branch Library/OCR.

(2) Map Library Division/OCR.

(3) OP Official Personnel and Applicant Files.

(4) Office of Security.

h. Document Division Sorting Rack.

i. Legislative Counsel Record System for Congressional Liaison Contacts - Test form for recording contacts is in use by the Counsel.

3. Assignments - Inactive

a. Revision of Travel Order Form.

b. Budget Office/OC Files System Survey.

c. Machine Records Division Files Survey.

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4. News

a. Four members of this Staff and two Area Records Officers attended the Interagency Records Administration Conference on the FBI Identification System.

25X1A9a

b. Mr. [redacted] completed the two week Records Management Institute given jointly by the National Archives and the American University. Mr. [redacted] completed the IOC Course.

25X1A9a

25X1A9a

[redacted]

25X1A9a

Distribution:
Orig - Addressee
1 - Mr. [redacted]
1 - Mr
1 - Mr.
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25X1A9a

Mgt/S/RMS/[redacted]jm (20 June 1958)

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